Present: Ristenpart (Chair), de Ropp, Gage, Gates, Kim, Nimmawudipong, Tseregounis

1) Three proposals for the departmental safety award were received. By unanimous vote, the committee selected the Takamura group as the winner. Bill will communicate the results to them.

2) The procedure of requiring completed safety forms before obtaining keys to department labs is working well.

3) A recent safety audit found unsecured gas cylinders in the Lavernia and Risbud labs. The lab safety contacts have been notified and the problems corrected.

4) Bill will inform the faculty (at one of the next faculty meetings) of the need to have written SOPs for all lab equipment. He will also inform lab safety contacts at the next meeting of that group.

5) The committee agreed to a uniform requirement of requiring lab safety glasses at all times in the undergraduate labs. A safety glass bin will be installed near the entrance of 1318 to make safety glasses available to everyone on entrance to the lab.